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## GOVERNOR'S COORDINATING OFFICES

Community Initiatives • Service & Volunteerism • Deaf & Hard of Hearing  
Crime Prevention, Youth, & Victim Services • Small, Minority, & Women Business Affairs  
Banneker-Douglass Museum • Volunteer Maryland

### **FY 2022 Community Partnership Agreement Notice of Funding Availability (NOFA)**

**Online Submission Deadline: April 9, 2021 at 5 P.M.**

**Funded by:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
410-697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

#### **ELIGIBILITY**

Funding through this application is available to Local Management Boards.

#### **IMPORTANT LINKS**

[Application Instructions](#)

[Grant Management System \(GMS\)](#)

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for funding for a Community Partnership Agreement (CPA) from the Children's Cabinet as administered by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office). The primary purpose of the funding is to provide resources at the local level to strengthen community-based services to children, youth, and families with a focus on increasing childhood well-being, with intentional efforts to address childhood trauma and Adverse Childhood Experiences (ACEs), as well as race equity.

If you need application assistance, please contact:

Kim Malat, Assistant Deputy Director  
[kim.malat@maryland.gov](mailto:kim.malat@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

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## I. ELIGIBILITY CRITERIA

- A. Entities designated as the Local Management Board by a local jurisdiction in accordance with [Md. Human Services Code Ann. § 8-301](#) are eligible to apply.

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office), on behalf of the Children's Cabinet.

### B. Opportunity Title

FY22 Community Partnership Agreement (CPA)

### C. Submission Date

April 9, 2021

### D. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

### E. Funding Opportunity Description

Local Management Boards (Boards) were established in the 1990s as part of a State/local collaboration committed to improving the well-being of Maryland's children, youth, and families. The Boards were created to promote improved, coordinated local decision-making that focuses on results and accountability. The premise was, and continues to be, that health, education, economic, and social outcomes are more likely to be improved if decisions about programs and strategies are made by local jurisdictions with the funding, support, guidelines, and accountability managed by the State.

The jurisdictions, through their Boards, bring the knowledge of local needs, resources, and strengths. The Boards bring together public and private agencies, local government, faith-based and civic organizations, families, youth, and community members to develop, implement, and review a community plan. The plan includes strategies to improve outcomes for one or more of the State's Child Well-Being Results<sup>1</sup>:

- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children are Successful in School
- Youth will Complete School
- Youth have Opportunities for Employment or Career Readiness
- Communities are Safe for Children, Youth and Families
- Families are Economically Stable

The Office anticipates the availability of up to \$16,280,335 for Board Support and programs/strategies that address the State's Child Well-Being Results (above).

The Children's Cabinet has adopted three overall themes that support its collective work as supported by this NOFA: race equity; Adverse Childhood Experiences (ACEs) and trauma-informed practices; and research-based practices. These themes or "lenses" should be applied to all programs/strategies proposed for FY22 as follows:

1. Race Equity - All programs/strategies must incorporate intentional efforts to address race equity issues, including:
  - a. The strategies that the applicant will incorporate to reduce/eliminate race equity issues within the target population(s);
  - b. How the applicant's race/equity efforts will support and inform planning, assessment, implementation and evaluation of the program; and,
  - c. A discussion of the most recent local race equity data with citations.
2. Adverse Childhood Experiences (ACEs) and trauma-informed practices - All programs/strategies must incorporate intentional efforts to reduce ACEs and increase trauma-informed practices. Successful adoption of this ACEs/trauma-informed lens includes:

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<sup>1</sup> For more information on the Results and Indicators, please see <https://goc.maryland.gov/wellbeingscorecard/>.

- a. Increasing awareness of ACEs and trauma-informed practices among State- and community-level prevention professionals, emphasizing the relevance of ACEs and trauma-informed practices to behavioral health disciplines;
  - b. Including ACEs and trauma-informed practices among the primary risk and protective factors, if engaging in prevention planning efforts;
  - c. Addressing ACEs and trauma, including efforts focusing on reducing intergenerational transmission of ACEs; and,
  - d. Using ACEs and trauma research and local data to identify groups of people who may be at higher risk for behavioral health concerns and conducting targeted prevention efforts.
3. Research-Based Practices - It is strongly preferred that programs/strategies proposed for FY22 include the continuum of clinically researched practices that have some demonstrated success with youth to include promising practices, best practices, and evidence-based practices.

Boards may request to utilize funding for planning activities and should submit a completed [Program/Strategy/Planning page](#) for this request that includes a thorough description of the specific planning activities for which funding is proposed. It is not necessary to provide evidence of effectiveness or to propose performance measures for planning activities identified in the application.

***ALL FUNDING IS CONTINGENT UPON THE FINAL APPROVAL OF THE CHILDREN'S CABINET INTERAGENCY FUND BUDGET DURING MARYLAND'S 2021 LEGISLATIVE SESSION OF THE GENERAL ASSEMBLY.***

***FUNDING DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL OR RECONSIDERATION.***

### **III. PROGRAM/STRATEGY REQUIREMENTS**

#### **A. Program/Strategy Priorities**

For FY22, Local Management Boards are specifically encouraged to focus on the following Children's Cabinet priorities:

1. Reducing the impact of parental incarceration on children, youth, families, and communities;
2. Reducing youth homelessness;
3. Improving outcomes for disconnected/opportunity youth;
4. Reducing childhood hunger;
5. Increasing opportunities for community-based programs and services for youth (including diversion); and/or,
6. Preventing out-of-State placements.

**B.** Programs/strategies may address any Child Well-Being Result and the corresponding Indicator as appropriate and will include activities that address the complex and unique needs of the identified priority population.

**C.** Successful applications to address prevention/early intervention for a population will:

1. Be based on a clear understanding of the local population, including a discussion of the data (including citations) for this population;
2. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the population;
3. Consider research-based practices (including promising, best, and evidence-based approaches) in program implementation; and,
4. Demonstrate a connection to local efforts for which the proposed strategy is complementary and not duplicative.

**D.** If a Board intends to propose a program/strategy for funding that falls outside of the criteria herein, the Board may request a waiver under the following circumstances:

1. The program has been identified as a critical need in the community plan;
2. No other similar service exists in the jurisdiction to meet the need; and,

3. The Board can demonstrate that the loss of service will have a significant negative impact on vulnerable children or families in the jurisdiction.

#### **E. Local Management Board Performance Measure Accountability Process**

The Local Management Board Performance Measure Accountability [Process](#) approved December 16, 2020 shall be implemented in accordance with the approved timeline for programs/strategies funded in FY22 as part of this award.

#### **F. Discussion of Program/Strategy Priorities**

The priorities listed below may be addressed both individually and also embedded within one or more programs/strategies proposed.

##### **1. Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities**

Incarceration affects Maryland's communities at vastly different rates and there is no jurisdiction immune to its consequences. Average family income decreases by more than 22% during a parent's incarceration, and the parent's earnings also decrease following their release<sup>2</sup>. Children of incarcerated parents are more likely to become homeless or enter foster care.

Programs/strategies may address one or more of the Child Well Being Results and will focus on interventions that promote family stability, maintain familial connections, support reunification, etc.

Successful applications to address this population will:

- a. Be based on a clear understanding of the local population affected by incarceration, including a discussion of the data for this population;
- b. Incorporate the local partners necessary to ensure success in mitigating the effects of incarceration on children, youth, families, and the community;
- c. Consider best practices in program implementation; and,
- d. Demonstrate (by a letter of support, through narrative discussion, etc.) a connection to local efforts to address reentry, justice reinvestment plans, or substance use (particularly opioid addiction) strategies.

##### **2. Reducing Youth Homelessness**

Local Management Boards are positioned to identify the drivers and effects of youth homelessness in their communities and ensure those youth are connected to appropriate services. Programs/strategies will address the Child Well Being Result of "Families are Economically Stable" and will include activities that address the complex and unique needs of the unaccompanied homeless youth population.

Successful applications to address this population will:

- a. Be based on a clear understanding of local unaccompanied homeless youth, including a discussion of the data for this population;
- b. Incorporate the local partners necessary to ensure success in addressing the complex and unique needs of the unaccompanied homeless youth population;
- c. Consider best practices in program implementation; and,
- d. Demonstrate (by a letter of support, through narrative discussion, etc.) that links the program to local stakeholder groups/resources, the local Continuum of Care, other local homelessness planning efforts, etc.

##### **3. Improving Outcomes for Disconnected/Opportunity Youth**

Disconnected youth are teenagers and young adults between the ages of 16 and 24 who are neither working nor in school. These youth are also referred to as "Opportunity Youth" because reconnecting them to work and school has a positive economic and civic impact. Given the diverse nature of the population, effective strategies for improving outcomes must be based on local data, specific challenges, and particular needs.

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<sup>2</sup> The Pew Charitable Trusts, 2010. [Collateral Costs: Incarceration's Effect on Economic Mobility](#). Washington, DC: The Pew Charitable Trusts.

Programs/strategies will address either the “Youth Will Complete School” or “Youth Have Opportunities for Employment or Career Readiness” Child Well-Being Results and will focus on reconnecting the out-of-school population to work or school or preventing youth from becoming disconnected in the future.

Because one program/strategy cannot meet all needs, Boards are strongly encouraged to adopt a “collective impact” approach, whereby the Board convenes a variety of partners to work together to provide programming, remove barriers, and support long-term goals, with each partner playing a distinct but complementary role.

Successful applications to address this population will:

- a. Be based on a clear understanding of the local out-of-school and/or out-of-work youth population, including a discussion of the data for this population;
- b. Incorporate the local partners necessary to ensure successful reconnection to work and/or school;
- c. Consider best practices in program implementation; and,
- d. Demonstrate (by a letter of support, through narrative discussion, etc.) connections to local Workforce Development Board programs, drop-out recovery efforts, or two generation strategies.

#### **4. Reducing Childhood Hunger**

Beyond connecting children and their families to food assistance programs, the Office and the Children’s Cabinet also recognize the importance of building sustainable strategies to reduce the incidence of hunger among Maryland’s children.

Programs/strategies will address the Result of “Families are Economically Stable” and will include activities that encourage family self-sufficiency and shift the focus to long-term impact.

**Programs/strategies that include only immediate hunger-alleviating activities without family self-sufficiency approaches will not be funded.**

Successful applications to address this population will:

- a. Be based on a clear understanding of the local population’s food insecurity, including a discussion of the data for this population;
- b. Incorporate the local partners necessary to ensure long-term family self-sufficiency;
- c. Consider best practices in program implementation; and,
- d. Include activities that encourage family self-sufficiency and shift the focus to long-term impact.

#### **5. Increasing Opportunities for Community-Based Programs and Services for Youth (including but not limited to juvenile justice diversion)**

Programs/strategies should focus on creating outreach and programming designed to divert low-risk youth from formal processing into the justice system and/or out-of-home placements. These diversion programs should also include youth involved in school-based offenses. The goal is to reduce the number of youth entering the juvenile justice system by providing supportive services within the communities in which they reside.

Programs/strategies will address the Result of “Communities are Safe for Children, Youth and Families” and indirectly address the Results of “Youth will Complete School” and “Youth have Opportunities for Employment or Career Readiness,” respectively.

Successful applications to address this population will:

- a. Work directly and collaborate with local law enforcement, State’s Attorneys’ Offices, and other partners to develop or enhance community-based outreach and programming to divert low-risk youth away from formal processing in the juvenile justice system. Other partners may include, but are not limited to, the Department of Juvenile Services Regional Office representative, the local Racial and Ethnic Disparities (RED) Coordinator (when applicable), community association groups, youth advocate groups, and the Juvenile Court Magistrate or Judge.
- b. Include pro-social activities, connections to services and supports for youth and families,

- employment- readiness and career development training and team mentoring and/or supervision in the community;
- c. Develop outreach/programming for youth at-risk of being recruited by gangs (even if the youth has not had previous law enforcement contact) by working with local partners to focus on communities with high gang membership and activity; and,
- d. Include objective indicators of success for youth referred to the diversion program to be compiled by the program administrator on an annual basis. Such measurements include, but are not limited to: school attendance, employment, whether the youth is living at home and additional law enforcement contact.

## 6. Preventing Out-of-State Placements

Programs/strategies will address the “Families are Economically Stable” Child Well-Being Result.

Successful applications to address this population will:

- a. Employ a multi-disciplinary approach utilizing State and non-state partners, such as the Local Care Teams;
- b. Document risk factors for out-of-State placement; and,
- c. Create or maintain a plan to support children and families at-risk for out-of-State placement with attention to youth with multiple risk-factors (e.g. multiple disabilities [physical, mental, developmental, intellectual, learning, etc.], behavioral issues, substance use/abuse, education needs, juvenile justice involvement, foster care, etc.).

## G. Allocation

Each jurisdiction will be eligible for a FY22 funding allocation equal to the Board’s FY21 allocation. Funding for Board Support may be adjusted within that FY22 allocation. The FY22 allocation for each jurisdiction is identified in the chart, below, that does not include an award for the Local Care Team Coordinator:

Jurisdiction	FY22 Allocation <sup>3</sup>
Allegany	\$416,587
Anne Arundel	\$1,117,313
Baltimore City	\$2,629,429
Baltimore	\$1,257,433
Calvert	\$321,414
Caroline	\$507,167
Carroll	\$461,869
Cecil	\$474,765
Charles	\$345,501
Dorchester	\$390,137
Frederick	\$354,302
Garrett	\$477,316
Harford	\$513,980
Howard	\$403,311
Kent	\$338,779
Montgomery	\$1,374,681
Prince George's	\$1,552,214
Queen Anne's	\$301,808
St. Mary's	\$361,606
Somerset	\$259,923
Talbot	\$423,501
Washington	\$607,103

<sup>3</sup> The allocation listed does not include a FY22 award for the Local Care Team Coordinator.



Wicomico	\$688,153
Worcester	\$702,043
<b>TOTAL</b>	<b>\$16,280,335</b>

## H. Results-Based Accountability Framework and Performance Measures

The Results-Based Accountability framework<sup>4</sup>, the foundation of the Children's Cabinet's work since the 1990s, allows the Office and the Boards to enhance the service delivery activities through the adoption of Results in planning and decision-making; and the use of performance measures to effectively track the impact of the programs and improve program performance. Results-Based Accountability focuses on two key types of accountability and language discipline:

<p><b>Population Accountability Language</b></p> <p><b>Result</b> is a population condition of well-being for children, adults, families, and communities</p> <p><i>Example: Families are safe and economically stable.</i></p> <p><b>Indicator</b> is a measure that helps to quantify the achievement or result.</p> <p><i>Example: The percent of children under age 18 whose family income is equal to or below the federal poverty threshold.</i></p>	<p><b>Population Accountability Questions</b></p> <p>What are the quality of life conditions we want for the children, adults and families who live in our community?</p> <ol style="list-style-type: none"> <li>1. How can we measure these conditions?</li> <li>2. How are we doing on the most important of these measures?</li> <li>3. Who are the partners that have a role to play in doing better?</li> <li>4. What works to do better, including no-cost and low-cost ideas?</li> <li>5. What do we propose to do?</li> </ol>
<p><b>Performance Measure Language</b></p> <p><b>Performance Measures</b> are measures that tell how well a program, agency, or service system is working and specifically whether the customers are better off.</p>	<p><b>Performance Measure Questions</b></p> <ol style="list-style-type: none"> <li>1. <b>How much did we do?</b> Examples: # of people served, # of activities</li> <li>2. <b>How well did we do it?</b> Examples: % of tasks performed on time, attendance rates, % customers who report being treated well, unit cost per service, % of standards met</li> <li>3. <b>Is anyone better off?</b> Examples: # and % changes in skills, knowledge, attitude, opinion, behavior or circumstance</li> </ol>

The Results-Based Accountability framework helps the Children's Cabinet, the Office, and the Boards move from ideas to action to ensure that our work and investments are making a real difference in the lives of Maryland's children, youth and families. The Office employs the framework and the data from the Scorecards to ensure that investments are effective and show the logical link between the desired Results, the Indicators of success, programs/strategies for achieving the desired Results, and performance measures for those programs/strategies.

Performance measures are required for each funded program/strategy (except for planning requests) and must be developed in accordance with the Results-Based Accountability framework. In addition, Boards are strongly encouraged to use the Results-Based Accountability framework as part of its planning process to develop a response to this Notice of Funding Availability. Boards that engage in activities specific to the framework, such as turn-the-curve exercises, will be best-positioned to develop a successful application that satisfies the Children's Cabinet requirements.

Applications should include:

1. The standard performance measures for Board Support and Local Care Team coordinator funding;
2. Two to three How Much, How Well, and Better Off performance measures for each program/strategy; and,
3. Required performance measures for the Children's Cabinet priority.

New performance measures for FY22 should be clearly identified with an asterisk (\*).

<sup>4</sup> For information on the Results-Based Accountability framework, go to [www.raguide.org](http://www.raguide.org) or [www.resultsaccountability.com](http://www.resultsaccountability.com), or access the online materials that are available through the Scorecard license provided to each Board.

## **I. Required Performance Measures**

- a. For ACEs and trauma-informed practices (added to Board Support measures):
  - i. Number and percent of programs/strategies incorporating ACEs concepts in planning efforts and interventions; and,
  - ii. Number and percent of programs/strategies incorporating ACEs research and local ACEs data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.
- b. For Research-Based Practices (added to Board Support measures):
  - i. Number and percent of clinically researched practices (including promising practices, best practices, and evidence-based practices) employed that have some demonstrated success with youth.
- c. For Race Equity Measures (added to Board Support measures)
  - i. Number and percent of staff and/or participants who reported an understanding of race equity principles after participating in training and education opportunities.
  - ii. Number and percent of programs/strategies that collected and analyzed disaggregated performance data by race and ethnicity.
- d. For Reducing the Impact of Parental Incarceration on Children, Youth, Families, and Communities (for the program/strategy):
  - i. Number and percent of participants who report an improved attitude/outlook for communication and family stability, and resources available during/post incarceration; and,
  - ii. Number and percent of participants who report increased communication, family stability, maintenance of familial connections, or support in reunification.
- e. For Reducing Youth Homelessness (for the program/strategy):
  - i. Number and percent of participants who report improved housing stability; and,
  - ii. Number and percent of participants provided with services to obtain housing stability.
- f. For Improving Outcomes for Disconnected/Opportunity Youth (for the program/strategy):
  - i. Number and percent of participants not working or in school who report a connection to work/school; and,
  - ii. Number and percent of participants at-risk of disconnection who report maintaining the connection.
- g. For Reducing Childhood Hunger (for the program/strategy):
  - i. Number and percent of participants who report increase in self-sufficiency;
  - ii. Number and percent of participants who report a reduction of food insecurity; and,
  - iii. Number and percent of participants who report an increase in food/meal availability.
- h. For Increasing Opportunities for Community-Based Programs and Services for Youth (for the program/strategy):
  - i. Number and percent of participants served by community-based options;
  - ii. Number and percent of participants at risk of entering the juvenile justice system who were alternatively served by community-based treatment options; and,
  - iii. Number and percent of youth successfully completing the program.
- i. For Preventing Out-of-State Placements: performance measures for this priority will include the following measures that are currently collected for the Local Care Team:
  - i. Number and percent of new cases referred for in-State residential placements that are alternatively served through community-based services; and,
  - ii. Number and percent of new cases referred for out-of-State placement that are alternatively served through in-State community based services or in-State residential placements.
- j. For Board Support:
  - i. Number of initiatives for which Board convenes the initial interagency or community group;
  - ii. Number of initiatives in which the Board is an active participant;
  - iii. Number and percent of the Board's total revenue that is obtained from non-Children's Cabinet-awarded sources (county funds, foundations, federal grants, etc.) to fund administrative costs and/or programs/strategies;
  - iv. Number and percent of all Board staff that have completed no less than introductory training (ex., Results Accountability 101) in Results Accountability (RA) as provided by a trained RA trainer; and
  - v. Number and percent of new and ongoing programs/strategies that meet or exceed performance measure targets (no less than 80% of all performance measures per program/strategy are met or exceeded) that are heading in the right direction or turning the curve.

- k. For Local Care Team (LCT):
  - i. Number of new cases referred to the LCT;
  - ii. Number of cases reviewed by the LCT;
  - iii. Number of LCT trainings provided;
  - iv. Number of LCT meetings;
  - v. Number and percent of mandated LCT representatives that attend at least 75% of LCT meetings;
  - vi. Number and percent of all LCT reviews (new, follow-up, and annual reviews) where the youth's parents (or legal guardians) attended;
  - vii. Number and percent of new youth referred for in-State residential placement who are alternatively served through community-based services; and,
  - viii. Number and percent of new youth referred for out-of-State placement who are alternatively served through in-state community-based services or in-State residential placements.

## IV. APPLICATION PROCESS

Applicants are required to apply for grant funding using the Office's web-based Grant Management System (GMS) application, which may be accessed through the homepage: [www.goccp.maryland.gov](http://www.goccp.maryland.gov) by clicking on **GRANTS**, or going directly to the login screen using the web URL: [https://grants.goccp.maryland.gov/BLIS\\_GOCCP/Public/Custom/GOCCP/Default.aspx](https://grants.goccp.maryland.gov/BLIS_GOCCP/Public/Custom/GOCCP/Default.aspx)

**In order to use the web-based application you must have a User ID.**

If you have *not* previously applied using GMS, go to the web URL below to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **April 1, 2021**. If you have previously applied using GMS, use your existing User ID and password for this application.

If you have previously applied to the Office, but *do not have your User ID*, or are having *technical issues with the system*, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Kim Malat at [kim.malat@maryland.gov](mailto:kim.malat@maryland.gov).

**The online application must be submitted no later than 5:00 P.M. on Friday, April 9, 2021.**

Processing of late applications is governed by the State of Maryland Policies and Procedures Manual for Local Management Boards' policy on Grant Application Deadlines and Late Application Submission effective July 1, 2019. This policy identifies circumstances in which the Children's Cabinet and/or the Office may consider applications submitted after the deadline. Local Management Board applicants should immediately contact the Office in the case of extenuating circumstances leading to a late submission.

## V. TRAINING/TECHNICAL ASSISTANCE

To help applicants prepare and submit applications that reflect the established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](http://goccp.maryland.gov/grants/gms-help-videos/) prior to beginning the application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found [here](#). Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Technical assistance will be offered during the monthly meeting with Local Management Boards scheduled for February 2, 2021 from 1-3 p.m. The meeting will be conducted by videoconference. To join the meeting, cut and paste the link in

your browser (preferred option): [meet.google.com/zhb-mhjk-oqp](https://meet.google.com/zhb-mhjk-oqp), or join by phone by calling 941-216-6134 (PIN: 122 853 527#).

## VI. IMPORTANT DATES

Date	Action	Follow-Up/Location/Notes
January 20, 2021	<i>Issue Notice of Funding Availability</i>	<ul style="list-style-type: none"> <li>GovDelivery email to Local Management Board points of contact and Board members</li> <li>Posted to Office website.</li> <li>GMS</li> </ul>
January 20 through April 9, 2021	<i>Training and Technical Assistance</i>	
February 2, 2021 1-3 p.m.	<i>Pre-Application Meeting</i>  Office staff will provide an overview of the NOFA and the application process and will answer questions from Local Management Boards.	To join the meeting: Cut and paste the link in your browser: <a href="https://meet.google.com/zhb-mhjk-oqp">meet.google.com/zhb-mhjk-oqp</a>  OR  Join by phone by calling: 941-216-6134 PIN: 122 853 527#
April 9, 2021	<i>Applications Due</i>  Boards submit applications in GMS no later than 5 p.m. EST.	
April 9-30, 2021	<i>Applications Reviewed</i>	
By May 7, 2021	<i>Boards notified of identified deficiencies that need to be addressed to ensure recommendation for funding.</i>	
May 14, 2021	<i>Deadline for Board application cures</i>	
June 2021	<i>Letters of Intent Sent</i>	Via GMS
July 1, 2021	<i>FY22 CPA Effective Date</i>	All FY22 grant activity begins for Boards that have received a notification of award. Community Partnership Agreement contracts will be developed with a 7/1/21 effective date for implementation of FY22 activities.

## VII. APPLICATION EVALUATION

Applications will be reviewed by staff from, but not limited to, the Office, representatives from Children's Cabinet Agencies, and other partners. Reviews will identify any deficiencies in the application that must be rectified before an application can be approved for FY22 funding.

Each application will be evaluated based on the following criteria for each section:

**1. Result(s)/Indicator(s)**

Discussion of one or more of the eight (8) standard Child Well-Being Result(s) that are identified in the community plan that the Local Management Board has prioritized for FY22, including:

- a. The corresponding indicators that are prioritized for FY22;
- b. The story behind the data;
- c. An explanation of why the Board prioritized the Result and Indicator for FY22; and,
- d. A listing of the programs/strategies that are proposed to impact the identified Result(s) and Indicator(s).

This information should be included in the GMS in the Narrative tab, in the “Problem Statement/Needs Justification” section. Include the information above for each Result that the Board is prioritizing for FY22.

**2. Program/Strategy/Planning Page(s)**

Using the template [provided](#), complete a separate page for each program/strategy/planning activity proposed for funding in FY22. Please upload the completed pages into the “Document” tab in the GMS. Completed pages should include a detailed discussion of:

- a. Need, to include:
  - i. Excerpt(s) from the Board's community plan (with citations) that identifies this program/strategy as a critical need for the community.
- b. Target Population to be Served, to include:
  - i. Description of how the population was identified as needing the intervention including a discussion of the local data reviewed that supports the need for this intervention;
  - ii. Robust recruitment plan to ensure that the appropriate participants are identified and enrolled; and,
  - iii. Target # to be served.
- c. Detailed Program Description, to include:
  - i. Where will services be provided? A specific area must be identified. Responses that indicate the program/strategy is available across the entire jurisdiction will not be accepted. Responses may include zip codes, neighborhoods, school catchment areas, etc.;
  - ii. Model, assessment, curriculum and how employed (as applicable);
  - iii. Description of the routine intervention/service. What is the vendor going to do?; and,
  - iv. If a model program is proposed, a discussion of how fidelity to the model will be ensured/ maintained.
- d. Racial Equity, to include:
  - i. Description of short and long term strategies that the applicant will incorporate to reduce/eliminate race equity issues amongst their targeted population(s);
  - ii. Discussion on how the applicant's race/equity efforts will support and inform planning, assessment, implementation, evaluation of the program; and,
  - iii. A description of the most recent race equity data for the jurisdiction.
  - iv. Boards are strongly encouraged to make intentional efforts to address race equity issues within the jurisdiction.
- e. Adverse Childhood Experiences (ACEs) and Trauma-Informed Practices, to include incorporation of intentional efforts to reduce ACEs and increase trauma-informed practices. Include a discussion of how the program/strategy will:
  - i. Increase awareness of ACEs and trauma-informed practices among State- and community-level prevention professionals, emphasizing the relevance of ACEs and trauma-informed practices to behavioral health disciplines;
  - ii. Include ACEs and trauma-informed care among the primary risk and protective factors, if engaging in prevention planning efforts;
  - iii. Address ACEs and trauma, including efforts focusing on reducing intergenerational transmission of ACEs; and,
  - iv. Use ACEs and trauma research and local data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.
- f. Research-Based Practices - For the program/strategy proposed, list the clinically researched

- practices (including promising practices, best practices, and evidence-based practices) to be employed that have some demonstrated success with youth.
- g. Evidence of effectiveness for the program/strategy, to include:
    - i. For a new and/or early program for which there is less than three full years of data in the Scorecard, the published research (with full citations) that supports it as an appropriate intervention for the identified population;
    - ii. For an existing program, performance in the Scorecard ( $\geq$  three full years) will be reviewed. No additional information is needed for programs for which there is at least three full years of data in the Scorecard (this must include HFY1 2021 data for approved performance measures).
      - a) Data entry in the Scorecard MUST be complete at the time the application is submitted.
      - b) Scorecard data entry should include the required information as noted in Policy section 2c(1)-(3) of the [Local Management Board Performance Measure Accountability Process](#).
      - c) Boards are strongly encouraged to implement Policy section 2c(4) of the Process and include that information in the Scorecard to address the contributing factors for data and to address any program improvement that is needed for the next time period.
  - h. Proposed Performance Measures must include:
    - i. The standard performance measures for Board Support and Local Care Team coordinator funding;
    - ii. Two to three How Much, How Well, and Better Off performance measures for each program/strategy; and,
    - iii. Required performance measures for the Children's Cabinet priority.

### 3. Local Care Team Coordinator Page

- a. Use the [template](#) provided to request funding for a Local Care Team coordinator for FY22. Please upload the completed page into the "Document" tab in the GMS.
- b. The Board must either request Local Care Team coordinator funding for staff for FY22 or describe how the Local Care Team coordinator functions will be maintained in its respective jurisdiction (e.g. sharing a coordinator with another jurisdiction, supporting the position with another revenue source, etc.) without a separate award for the Local Care Team coordinator. Please use only the template provided for the request and upload the completed page into the "Document" tab in the GMS.
- c. For FY22, in addition to funding for the Local Care Team coordinator, the Board may request an additional amount of up to 5% of the salary expense for administrative expenses for the coordinator and/or for administration of the Local Care Team (e.g. for a hotspot to facilitate parent participation in meetings, for HIPAA-compliant video conferencing, etc.).
- d. Funding requests for administrative exceeding 5% will be considered on a case by case basis and should be explained in the completed Local Care Team Coordinator page.

### 4. Budget

Use the [Budget Worksheet template](#) provided to develop a proposed budget with a corresponding budget narrative for each proposed program/strategy/planning activity including the Local Care Team coordinator funding. Follow the instructions provided in the first tab of the Budget Worksheet template. Enter the totals for each category in GMS as instructed.

## VIII. FUNDING SPECIFICATIONS

### A. Funding Cycle

Commencement of Community Partnership Agreement awards for FY22 will begin on July 1, 2021 and end on June 30, 2022.

### B. Cost Principles

1. See the [State of Manual Policies and Procedures Manual, Section IV, Subsection 50](#) for a discussion of applicable cost principles.
2. See the [State of Maryland Policies and Procedures Manual, Section V, Subsection 10](#) for a

discussion of applicable restrictions, including unallowable costs.

3. **Information contained in the links above is not exhaustive. The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The schedule for the distribution of awarded funds and reporting requirements are as noted in the [State of Maryland Policies and Procedures Manual for Local Management Boards, Section II, Subsection 70A](#). For further post-award instructions, read the Special Conditions at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

### **A. Electronic Funds Transfer (EFT)**

The Office encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, see:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>

### **B. Match**

1. There is no match required except for Youth Services Bureaus funded in accordance with Human Services Article, §9-233, Annotated Code of Maryland and Code of Maryland Regulations (COMAR) 16.17.01.
2. All non-Children's Cabinet Fund revenue that is paid/awarded/administered to/by the Local Management Board in support of a program/strategy/planning activity must be identified in the appropriate budget(s).
3. In-kind (no-cash) support must likewise be identified in the appropriate budget(s).

### **C. Supplanting, Transparency, and Accountability**

A strong emphasis is placed on accountability and transparency. Boards must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

The Board should ensure that the funding from the Office and/or Children's Cabinet is not used for programs/strategies that could be provided by another organization or State agency. Funding from the Office and/or Children's Cabinet Interagency Funds are the funding source of last resort.

### **D. Special Conditions/Restrictions**

Special conditions/restrictions may be imposed by the Office and/or the Children's Cabinet to address deficiencies identified in the application, to remedy issues that are raised during review, and/or concerns that cannot be satisfactorily addressed prior to the commencement of the grant period.

### **E. Reports**

Local Management Boards are required to submit program and fiscal reports in a timely manner using the format and system provided by the Office in accordance with the State of Maryland Policies and Procedures Manual for Local Management Boards.